

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Children's Services
Principal Use Office/Warehouse/Other	Office
Employee Headcount at Premises	125
Transaction Number	TR. 17-01-905

	Desired	Alternates Accepted
Service Area and Boundary Requirements	Within Johnson City, Washington County, Tennessee. Preference for location close to bus line, schools or courthouse.	NO
Parking Requirements	<u>152</u> Spaces Requested Paved, lighted, striped and free parking for a minimum of 152 spaces. (116 spaces for staff and 36 general spaces for visitors.) The parking provided shall include handicap parking to meet the relevant code requirements. Preference for employee parking separate from general parking.	
Usable & Rentable Contiguous Square Footage	<u>19,400 – 21,600</u> USF <u>21,600 – 23,500</u> RSF State's preference is one level ground floor. Usable square footage does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. Proposals with square footages having a <u>10%</u> deviation (up or down) will not be considered an alternate. The State intends "contiguous" to mean space that is adjacent including floors below or above. The actual square footage will be determined by programming and space planning.	
Term Length	Ten (10) years	
Commencement Date	November 1, 2018	
Termination Options	Termination for Convenience: 90 day per Block 6 of Lease Termination for Cause: see Lease - Exhibit A, Paragraph 5.	
Terms and Conditions	As set forth in Pro Forma Lease. A copy of the Pro Forma Lease document can be found at www.tnrfp.com underneath the	

	Prospective Bidder section (scroll down)	
Utility, Services and Other Costs	Preference is for FULL SERVICE with no pass thrus.	

Communications:

Interested parties must direct all communications regarding this procurement to the Nickie Smith Herren, the State's official point of contact. Email is the preferred form of communication.

Nickie Smith Herren, Procurement Officer

Phone: 615-428-9840 or 615-532-7475

Email: RFP.Coordinator@tn.gov

The completed "Lease Proposal Form" must be submitted as follows no later than

4:00 pm (CT) on August 10, 2017.

Submittals must be received via either:

Email: RFP.Coordinator@tn.gov

(It is recommended that any email submission be sent 'returned receipt requested' and confirm email is received)

And/Or

Printed copy to:

Department of General Services/STREAM

Attn: Nickie Smith Herren, Procurement Officer

William R. Snodgrass Tennessee Tower 3rd Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: 615-428-9840 or 615-532-7475

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal evaluation method, by using the following link:

www.tn.gov/stream/leasing.

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

SCHEDULE 1

Special Build Out Specifications: Adherence to Exhibit D of the Lease specifications and the following:
(A) Agency Specific Requirements and (b) Concept Plan and (c) Space Needs /Design Summary Sheet

(a) AGENCY SPECIFIC REQUIREMENTS:

Please Note: Due to the nature of the agency Family friendly, secure neighborhoods, 24 hour access with lights and HVAC is necessary.

Building:

Landlord provides as turnkey buildout

1. Secure receptionist windows (ADA compliant) with speaker holes & pass-thru slot (agency requirement). See attached drawing.
2. Secured door to have release button are receptionist desk (agency requirement)
3. Drug testing room requires a lockable wall or base mounted cabinet to securely store testing supplies (agency requirement more specifically described in interior build out specifications)
4. Receptionist door shall be equipped with door release button so that receptionist can admit persons who do not have Department Identification, such as maintenance personnel or vendors (agency requirement)
5. Visitation room (for new construction, viewing window should be 30" AFF and 36"x 48" glass with one way film so that clients cannot see into the employee area, but case manage can view clients.)
6. Window Treatments. The base building shall include building standard window treatments on the exterior Tenant windows

Landlord provides and installs but may request reimbursement by Agency these should not be included in lease rate:

1. Convex Mirror in corner of waiting room, if needed
2. Key pad entrance with electric strike on all secured doors
3. Diaper changing station, preferably wall mounted, in Client Restrooms

Layout/Floor Plan: Department of Children's Services requires three (3) separate security zone access rights. All rooms which need to be accessed by clients should be included in a secure client hallway. These are as follows:

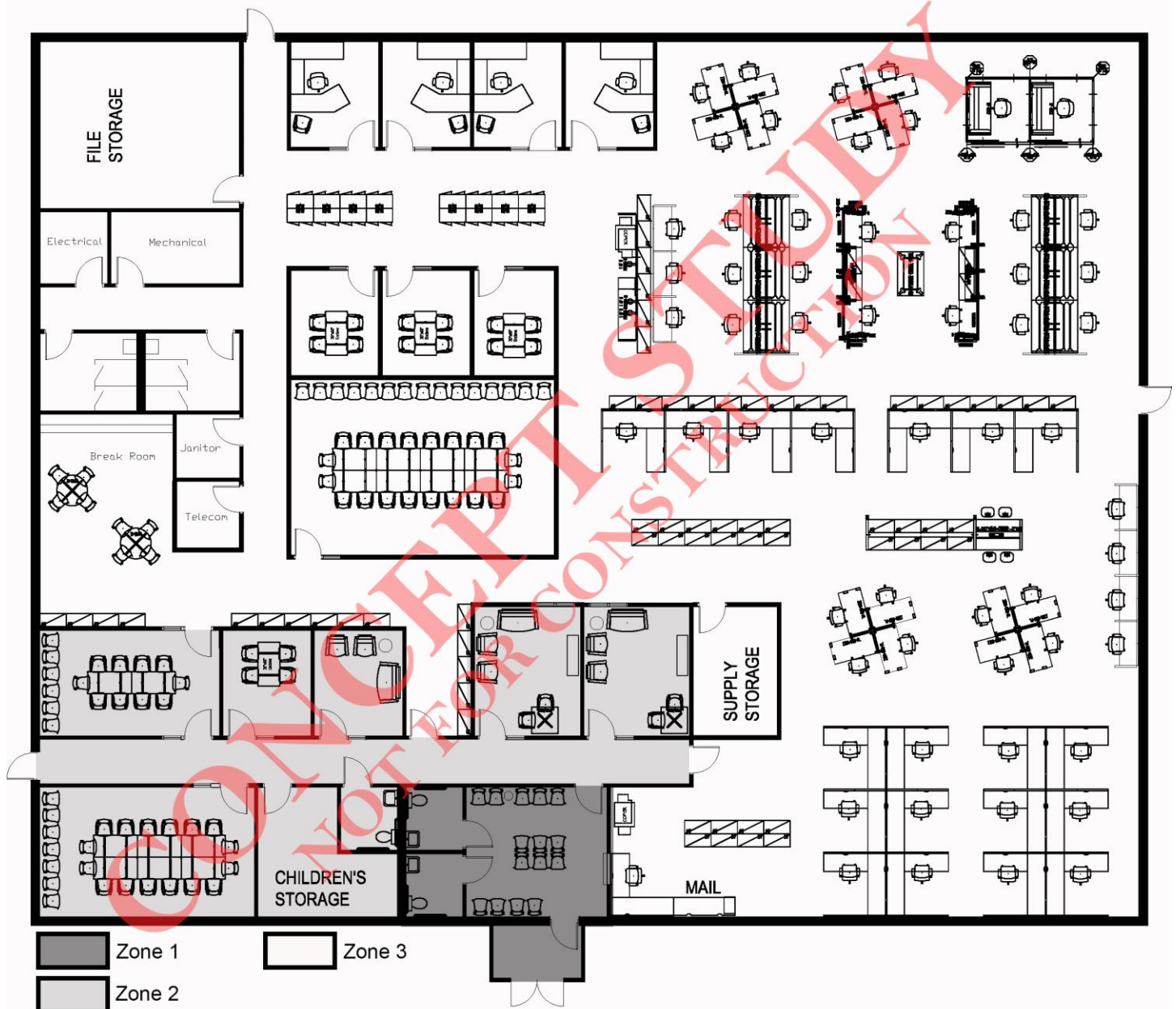
1. Zone 1 – Client – public access zone – waiting room, client accessible restrooms, receptionist workstation with access to all three zones.
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2. Zone 2 - Client/Employee shared access in secure client hallway (such as: Drug Test Room, Visitation Room, Large Conference Room. Note: other rooms may or may not be included, such as Small Conference Rooms or Enclaves, etc., depending on the configuration of available space. All lockable doors accessible by clients should have “emergency lock-out” feature, which allows employees to gain access to a room where a client may have locked themselves in, whether accidentally or intentionally. This would also apply to client restrooms)
3. Zone 3 - Employee secured zone with no client access (i.e. file rooms, offices, storage rooms, breakrooms, etc).

Space Needs Analysis is also attached for breakdown of more specific space requirements.

KEY: H, HA = Hard wall office; O = Open office space.

- (b) **CONCEPT STUDY – Not for Construction** . This model is smaller than space requested in this proposal, however, it identifies the zones described above to assist in the planning of your proposal.



(c) Space Needs / Design Summary Sheet**Staff Counts – Total Staff 125****Zone 1 (Public Zone) – refer to sample plan for zone locations**Hard Wall Spaces

1. Waiting Room (280sf) – seating for 14 people
2. Accessible Public Restrooms - 1 quantity (Client and Staff restrooms will be separate and will not share the same plumbing wall)

(Front Desk Receptionist Window s (3) opens to Zone 1;
requires secure access to other zones from desk)

Zone 2 (Intermediate Zone) – refer to sample plan for zone locationsHard Wall Spaces

1. Drug Testing Restroom (100sf) – 2 (with lockable
2. Visitation Rooms (180sf) (rooms to include a window into Zone Three) – 2
3. Multi-purpose Rooms (120sf) - 4
4. Conference Room (550sf) (seating 35 people) - 1
5. Children's Storage Room (120sf) – 1
6. Viewing Room

(Secure corridor required in this zone)

Zone 3 (Secured Staff Zone) – refer to sample plan for zone locationsHard Wall Spaces

1. Assigned Office (120sf) - 4
DCS Regional Administrator
Deputy Regional Administrator
Fiscal Director
RGC
 2. Free Address Office (120sf) - 2
 3. Enclaves (120sf) – 2
 4. Conference Room (550sf) (seating for 35 people) - 1
 5. File Storage Room (1,043sf)
 6. Library (200sf) – 1
(collaborative lounge/resource room)
 7. Break Room (225sf) (12' minimum of base and wall cabinets with countertop and sink and minimum (7) 120v/20 amp dedicated circuits with isolated neutrals for agency supplied commercial coffee maker, 2 microwaves, 2 refrigerators, and 2 possible vending machines) - 2
 8. Supply Storage Room (180sf)
 9. Telecom Room (80sf) (Room must be temperature controlled) - 2
 10. Accessible Staff Restrooms (Client and Staff restrooms will be separate and not share the same plumbing wall)
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Open Office (systems furniture)

1. Assigned Workstation (51sf) – 25 (23 Full Size Stations; 2 Glass Cubes)
 - HR Technician (1)
 - HR Analyst (1)
 - Secretary (3)
 - Front Desk Receptionist (3)
 - Admin Assistant (1)
 - Fiscal (6)
 - Clerk (2)
 - Regional Program Coord (1)
 - SAT (1)
 - Child Welfare Benefits (4)
 - Team Coordinator (2) – Glass Cubes
2. Quiet Free Address Workstations - 22
 - Workstation (49sf*) – 4 Glass Cubes; 18 Full Size Stations
3. Free Address Workstations - 28
 - Workstation (25sf*) – 8 (quiet)
 - Workstation (30sf*) – 20 (collab.)
4. Collaborative Open Area (100sf*) - 2
5. Fax Machine Area (5sf) - 2
6. Mail Area (125sf) – 1
7. Print Area (50sf) – 3
8. Recycle Bin (6sf) – 3
9. Shredder Bin (6sf) - 3
10. Locker Units (256sf) - 16
11. Lateral File Cabinets in Open Area (768sf) – 96

*See Workstation Legend below

Workstation Legend	
25sf Quiet Or Collaborative^	Pin Wheels, 24x60 Hoteling
30sf Quiet Or Collaborative^	30x72 Hoteling
49sf Quiet Or Assigned	Full Size Stations, Glass Front cubicle
Collaborative Open Area	Enclave table with 4 chairs, Tablet arm lounge chairs, Worksurface on top of storage with 4 stools

^Quiet or Collaborative function determined by panel height

